



JOB TITLE: Treasurer

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Well organised
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

MAIN DUTIES :

- 1) Responsible for the club finances.
- 2) Deal efficiently and effectively with all invoices and bills.
- 3) Keep up to date records of all the financial transactions.
- 4) Ensure that funds are spent properly.
- 5) Issue receipts and record all money received.
- 6) Attend committee meetings and present the budget report, if unable to attend any committee meeting, a report/apologies should be sent to the secretary.
- 7) Prepare the end of year accounts to present to the auditors.
- 8) In agreement with the committee plan the annual budget.
- 9) Monitor the budget throughout the year and set fees accordingly.
- 10) Book ice for practice sessions.
- 11) Pay for ice at the rate agreed with the Active Stirling.
- 12) Monitor the collection of fees and standing order payment from skaters/Parents/Guardians.
- 13) Main signatory of Bank Account.

SIGNATURES: Treasurer

Date

Chair Person

Date